

Many tasks are required to post transactions in the proper fiscal year and to close the State of Michigan's books. This document has been prepared to provide users with helpful tips in closing the State's book for Fiscal Year 2001. Following are tips concerning Year-End Closing for users of MAIN FACS (ADPICS and R*STARS):

ACTIONS REQUIRED AROUND SEPTEMBER 28, 2001

Users will need to make transaction processing decisions around September 28, 2001, as follows:

1. Proper Fiscal Year (FY) for posting. Both FY01 and FY02 will be available for most users. Consult the DMB Office of Financial Management's (OFM's) Financial Reporting and Accounting Manual, formerly known as the Year-End Closing Guide, and/or your agency's chief accountant for guidance.
2. Proper Appropriation Year (AY) for posting. All previous appropriation years where authority remains and the profiles have an active status can be input on a transaction. In general, except for capital outlay, work project transactions, liquidation of encumbrances and liabilities, or collection on accounts receivable, the AY for FY01 should be AY01.

Caution: On transaction entry screens the AY will default to 02 beginning October 1, 2001 (once the FY is 02).

Additionally, users need to be aware of the following transaction processing activities at the same time:

1. All manual warrants issued must be recorded in the system. Care should be taken to ensure the correct information is entered.
2. Requests for RMDS reports should be reviewed to eliminate unneeded FY01 requests and to add appropriate FY02 requests.
3. The Internal Transaction (IT) file in R*STARS should be cleared, to the extent possible, to ensure posting of transactions to the proper fiscal year.

EFFECTIVE DATE IN ADPICS FOR MONTH 13 TRANSACTIONS

When entering ADPICS transactions for the 13th month, the effective date must be entered in the following exact format: **09/31/2001**. The system will not automatically format the date the way ADPICS does for all other calendar dates. Remember, ADPICS defaults to the current calendar date, e.g., 10/01/2001; therefore, if you want an Old Year date, you must key it.

ADPICS DOCUMENT CANCELLATION

When canceling an AY01 purchase order or requisition after September closes on October 5, 2001, it will be necessary to **change the effective date** on the Document Cancellation screen (PCHL8500) to **09/31/2001** in order to liquidate the encumbrance/pre-encumbrance in FY01.

Between October 1, 2001, and October 5, 2001, agencies can input 9/28/2001 or 9/31/2001. If you do not change the effective date on the FY01 purchase order or requisition, an edit will prevent you from canceling the purchase order or requisition in the incorrect year. If users try to enter a FY02 date, they will receive the following error message:

"G568 EFFECTIVE DATE MUST BE IN THE SAME FISCAL YR AS REFERENCED DOC EFF DATE."

Users will then need to change the effective date of the cancellation document to 09/31/2001. See Chapter 14 of the OFM Financial Reporting and Accounting Manual for more detail.

ADPICS ADVICE OF CHANGE

When using the Advice of Change process to change the Appropriation Year 2001 accounting on a requisition/purchase order to 2002 accounting, it is necessary to **enter the interface type of "YR" or "YP"** on the requisition or purchase order. See Chapter 14 of the OFM Financial Reporting and Accounting Manual for more detail.

WARRANTS CANCELED

It is important to designate the appropriate AY year when re-issuing warrants that have been canceled. For example, if a warrant issued with AY01 and FY01 R*STARS coding block is canceled in FY02, when the warrant is re-issued, you must be sure to charge the same AY01 R*STARS coding block as charged on the original warrant. Generally, the only difference between the original voucher payable and the re-issuance will be the effective date.

CASH RECEIPTS VIA CREDIT CARDS

Agencies must close out bank card batches daily. Batches for the current fiscal year must be closed out on September 27, 2001, before 2 a.m. The close out may be done at the normal agency cut off time on September 26, but no later than 2 a.m. September 27, 2001, in order for the funds to be available on September 28, 2001. Secretary of State Discover Card batches must be closed out on September 25, 2001. This may be done at the normal time of 5 p.m., and must be done before 10 p.m. for funds to be available on September 28, 2001.

AGENCY OBJECT STRUCTURE

Several agencies have implemented profiles in the object structure defined and controlled by agencies such as D11 Agency Object and D25 Agency Object Group Profile. Because transactions from both AY01 and AY02 will be generated and/or recorded in FY02, it is important to establish agency objects (D11) for both appropriation years. Otherwise, all generated transactions will error out.

DOCUMENT TYPES NO LONGER ACCEPTED IN FY01

If you receive an "EBX - Document stage < SM" error message, you can no longer record a transaction in FY01 with that document type. This does not affect transactions being processed in FY02.

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